

Row and column fields indicate from which groups the result will be sorted. Often more than one field is used at a time to get partial sums for rows or columns. The order of the fields gives the order of the sums from overall to specific.

For example, if you drag **Region** and **Employee** into the *Row Fields* area, the sum will be divided into the regions. Within the regions will be the listing for the different employees (Figure 248).

Sum - Sales Value	Category
Region	Employee
East	Brigitte
	Fritz
	Hans
	Kurt
	Ute
North	Brigitte
	Fritz
	Hans
	Kurt
	Ute
South	Brigitte
	Fritz
	Hans
	Kurt
	Ute

Column Fields:

Category

Data

Row Fields:

Region

Employee

Data Fields:

Sum - Sales Value

Figure 248: Field order for analysis and resulting layout of pivot table

Fields that are placed into the *Filters* area appear at the top of the resulting pivot table as a drop-down list. The summary in the result takes into account only that part of the base data that you have selected. For example, if you include **Employee** in the *Filters* area, you can filter the result shown for each employee.

To move a field from an area, just drag it to a new area. To remove a field from the *Filters*, *Column Fields*, *Row Fields*, or *Data Fields* areas, drag it to the *Available Fields* area.



Tip

To rapidly move a selected field from one area of the Pivot Table Layout dialog to another, press the *Alt+letter* on the keyboard that corresponds to the underlined letter in the target area's label.



Note

By default, Calc inserts a *Data* field into the *Column Fields* area. The *Data* field can be moved between the *Column Fields* and *Row Fields* areas as required. Depending on its position within the list of fields in its area, the *Data* field may lead to a button labeled **Data** appearing in the results of the pivot table, affecting the layout of the results. If you do not wish to use this facility, simply place the *Data* field at the bottom of the list of fields in its area.

More options

To expand the Pivot Table Layout dialog and show more options, click the expansion symbol (plus or triangle sign) adjacent to the *Options* and *Source and Destination* labels (Figure 249).

Ignore empty rows

If the source data is not in the recommended form, this option tells the pivot table to ignore empty rows.